

# Ex Parte via the Clerk

## Step-by Step Photo Guide



# Accessing E-Ex Parte

## E-Ex Parte via the Clerk Access

- You may access E-Ex Parte via the Clerk at the time of e-filing a document in an existing case by selecting the 'Submit to Ex Parte' button on your confirmation receipt.

Thank you. Your document(s) has been received by the Clerk.

**Confirmation Receipt**

Case Number:	09-2-00485-4	Case Designation:	SEA
Case Title:	WHITE EAGLE VS HELU		
Filed By:	Billie Johnson	Submitted Date/Time:	9/29/2009 8:43:04 AM
		Received Date/Time:	9/29/2009 8:43:04 AM
User ID:	BBJohnson	WSBA #:	3645

Document Type	File Name	Attachment(s)	Cost
MOTION OF HERBERT ADLER RE DEFAULT JUDGMENT	BigBear Motion.pdf		0.00

Save Confirmation Receipt    Printer Friendly Version

E-Serve Documents    Working Copies    **Submit to Ex Parte**

# Accessing E-Ex Parte From Your My Cases/Status Tab

King County  
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Dept of Judicial Administration - E-Filing  
Superior Court Clerk's Office

Welcome Billie Johnson

Home E-Filing E-Service My Cases Sign Out

My Cases - Filing Status

In Progress Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
<a href="#">E-Serve WC EXP</a>	09-2-00485-4 WHITE EAGLE VS HELU	09/29/2009 08:43:04 AM	09/29/2009 08:43:04 AM	<a href="#">Pending</a>	MOTION OF HERBERT ADLER RE DEFAULT JUDGMENT	BigBear Motion.pdf
<a href="#">E-Serve WC EXP</a>	09-2-00485-4 WHITE EAGLE VS HELU	09/28/2009 12:41:17 PM	09/28/2009 12:41:17 PM	<a href="#">Pending</a>	RESPONSE OF EMMA PINSCHER	John's declaration.pdf
<a href="#">E-Serve WC EXP</a>	02-2-99999-9 TEST 1234	09/28/2009 12:26:23 PM	09/28/2009 12:26:23 PM	<a href="#">Pending</a>	RESPONSE OF EMMA PINSCHER	John's declaration.pdf
<a href="#">WC EXP</a>	09-2-30469-6 Smith Smith vs ABC	09/22/2009 09:13:48 AM	09/22/2009 09:13:48 AM	<a href="#">Pending</a>	SUMMONS & PETITION	EWCT_2.tif

Build: E2.14C  
Environment: UAT

## E-Ex Parte via the Clerk Access

You can also access E-Ex Parte via the Clerk from your Status tab under the My Cases menu option by clicking on the “EXP” link. If you are filing a new case, you will access E-Ex Parte in this manner.

# E-Ex Parte Submission Information (Electronic Cover Sheet)

Ex Parte - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://tst-efsp.kingcounty.gov/EFiling/Exparte/exparte.aspx>

Welcome Amy Ebersole

E-Filing E-Service Home Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte Via the Clerk Submission Information

guardianship

Case Caption **In re the guardianship of vs Sallie Mae McKay** Case # **10-4-00010-8**

Case Description  In estate cases, check ☐ if will has already been filed

Law Firm/Name

Contact Person  Contact #  (XXX-XXX-XXXX format) Ext #

Address

City  State  Zip

ExParte Presentation/Pick-up Location

Is there a hearing or trial scheduled before an assigned judge in the next two weeks ☐ Yes ☒ No  
(Not including any hearing being scheduled by this proposed order)

Service Requested

☒ Regular (\$30.00) ☐ Expedited (\$60.00)

Return Via

☒ Messenger ☐ Notify for Pickup ☐ Mail to the address listed above

Upload a Messenger slip in pdf or tiff format (file cannot exceed 5 MB)

Browse... Add

## Submission Information

- Fill in contact information – this is the person we will contact if we have questions
- Select your desired presentation/pick-up location
- If there is a hearing before your assigned judge in the next two weeks and you have a dismissal which will strike a trial date, the Clerk will forward your order to that judge on your behalf
- Choose *Regular* or *Expedited* service
- Choose your return delivery method
  - If you select messenger you will be prompted to upload a messenger slip
  - If you select mail as a return option clerks will office will mail your documents free of charge for postage

# E-Ex Parte - Uploading Your Proposed Order(s)

ExParte - Proposed Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://rst-efsp.kingcounty.gov/Efiling/Exparte/exparteOrder.aspx> Go Links

HOME | NEWS | SERVICES | DIRECTORY | CONTACT Search

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Superior Court Clerk's Office

Welcome Amy Ebersole E-Filing E-Service Home Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

**ExParte - Proposed Order**

Case Number: 10-4-00010-8 Case Title: In re the guardianship of vs Sallie Mae McKay

You may add up to 5 proposed orders for your ExParte request

Upload your proposed Order

NOTE: Proposed orders can only be in **Adobe PDF** format

Browse... OK Cancel

Previous Save and Exit Next

Build: E-Filing 3.0.4 - 8/8/2010 8:14:22 AM  
Environment: UAT

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Done Internet

## Proposed Orders

- Select the 'Browse' button to upload your proposed order(s) in PDF format
- If this is a new case, remember to include the case number and designation on your proposed order(s) before uploading. (You will find this information on your confirmation receipt after e-filing your new case).
- You may upload up to five (5) proposed orders in one case in a single submission.

# E-Ex Parte – Selecting Your E-Filed Documents

## E-Filed Documents

If you only need certain e-filed documents to be added to your ExParte submission follow step number one (1).

If you want all your e-filed documents to be added to your submission follow step two (2).

1.) Use the checkbox(es) to select the e-filed documents you would like included in your Ex Parte via the Clerk submission.

Once you have selected your documents, select the 'Add Selected Documents to my ExParte submission' button to add document(s) to your submission.

- Selected documents will move to the table at the bottom of the page.

2.) If you wish to select all your e-filed documents select the "Add All and Continue" button which will select all your e-filed documents and proceed to the next screen in one "click".

# E-Ex Parte – Include Additional Documents

The screenshot shows the 'E-Ex Parte - Add additional ExParte files' page in a Microsoft Internet Explorer browser. The page header includes the King County logo and 'Dept of Judicial Administration - E-Filing Superior Court Clerk's Office'. The user is logged in as 'Welcome Amy Ebersole'. The navigation bar shows 'Home', 'E-Filing', 'E-Service', and 'My Cases'. The main content area is titled 'ExParte - Include Additional Documents' and displays the case number '10-4-00010-B' and title 'In re the guardianship of vs Sallie Mae McKay'. A note states: 'NOTE: The maximum size of a file you upload here is 5MB (megabytes)'. Below this, there is a section 'Add document to your ExParte Set' with a 'Browse...' button, an 'Add Document' button, and a 'Cancel' button. A 'Next' button is also visible at the bottom right. Arrows from the text on the right point to the 'Browse...' button, the 'Add Document' button, the 'Next' button, and the 'Pay and Submit Now' button.

## Additional Documents

Select the 'Browse' button to add additional documents you would like the commissioner to consider. These can be documents already contained within the court file, minute orders, case law, etc.

— Be sure to select the "Add Document" button

If you have no additional documents to include, you may hit 'next' to order additional services such as writs, copies, letters, etc.

If you do not wish to order additional services, you may select 'pay and submit now.' You will be given an option to add to your shopping cart with a different case or to proceed directly to payment.

## E-Ex Parte – Document Quantities/Additional

ExParte - Choosing Quantities - Microsoft Internet Explorer

Address: https://tst-efsp.kingcounty.gov/Efiling/Exparte/exparteQuantities.aspx

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Dept of Judicial Administration – E-Filing  
Superior Court Clerk's Office

Welcome Amy Ebersole

Home E-Filing E-Service My Cases

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Document Quantities

Additional Service(s) (exclusive of the one conformed copy)

Choose the document and service you wish to receive

FileName	Pages	Copies Requested		
Clydesdale Horses Proposed Order.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
Clydesdale Horses Order.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
sallydore Motion.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
cics.pdf	1	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>

Previous Save and Exit Next

### Document Quantities and Services

- Remember that you will automatically receive one (1) conformed copy of your order(s) as part of the Clerk's service.
- You are able to request regular, certified or exemplified copies of your order(s)
- Please indicate the quantity desired in the appropriate box(es)



# E-Ex Parte – Other Services

## Other Services

- You are able to request writs, subpoenas or citations by indicating the quantity desired in the appropriate box and then uploading your writ, subpoena or citation to be issued.
- If you are requesting letters or Form Ks, please select the appropriate checkbox and indicate the quantity desired.

Ex Parte - Other Services - Microsoft Internet Explorer

Address: https://tst-efsp.kingcounty.gov/Efiling/Exparte/exparteotherservices.aspx

Answers.com WikiAnswers Library RSS 321 56°F Class Sign In

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Dept of Judicial Administration - E-Filing  
Superior Court Clerk's Office

Welcome Karen Muffett

Home E-Filing E-Service My Cases Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

Other Services

Type: Writ Subpoena Citation

Quantity: 1

File: Browse... OK

No Additional Services have been requested

If you are requesting a Letter or Form K, please indicate the quantity requested.

Letter: 5 Form K: 0

Previous Save and Exit Next

Build: E-Filing 3.0.4 - 8/31/2010 12:10:54 PM  
Environment: UAT

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# E-Ex Parte – Submission Summary

**Exparte - Document Printing Summary - Microsoft Internet Explorer**

Address: <https://tst-efsp.kingcounty.gov/EFiling/Exparte/exparteSummary.aspx>

**UNOFFICIAL - NOT YET COMPLETE**

**Case Title:** In re the guardianship of vs Sallie Mae McKay  
**Case Number:** 10-4-00010-8  
**Case Caption:** In re the guardianship of vs Sallie Mae McKay  
**Case Description:** guardianship  
**Lawfirm or User Name:** Useldinger, LLC  
**Contact Person:** Joe  
**Address:** 516 Third Avenue Seattle WA 98104  
**ExParte Presentation/Pick-up Location:** KNT

**ExParte Services and Document(s) Requested**

**Clydesdale Horses Proposed Order.pdf** 2 Page(s) Document E-Filed: No  
Printing choices for this document:  
Regular Exemplified Certified Writs Subpoenas Citations  
0 0 1 0 0 0

**Clydesdale Horses Order.pdf** 2 Page(s) Document E-Filed: No

**sallydore Motion.pdf** 2 Page(s) Document E-Filed: Yes

**Additional Service Choices**

Regular Service Fees: \$30.00

**Total Costs**

Cost For Services Requested: \$6.00  
**Total Cost: \$36.00**  
(In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.49 for internet checks)

**Previous Save and Exit Add to Cart**

## Submission Summary

- This page is a summary of your Ex Parte submission including additional services and total cost to be paid
- If you discover you have made a mistake and wish to include additional documents, order additional services, etc., you may use the 'previous' button to make your changes.
- Once you have verified your Ex Parte submission, select 'add to cart.'

# E-Ex Parte – Checkout

ExParte - Checkout - Microsoft Internet Explorer

Address: https://tst-efsp.kingcounty.gov/EFiling/Exparte/expartecheckout.aspx

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Superior Court Clerk's Office

Welcome Amy Ebersole

Home E-Filing E-Service My Cases

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Checkout

Case Number	Case Title	Case Cost	Delete
10-4-00010-8	In re the guardianship of vs Sallie Mae McKay	36.00	<a href="#">Remove</a>

Total Filing Cost: \$36.00

(In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.49 for internet checks)

☐ Payment Voucher

[Add Another ExParte Case](#)

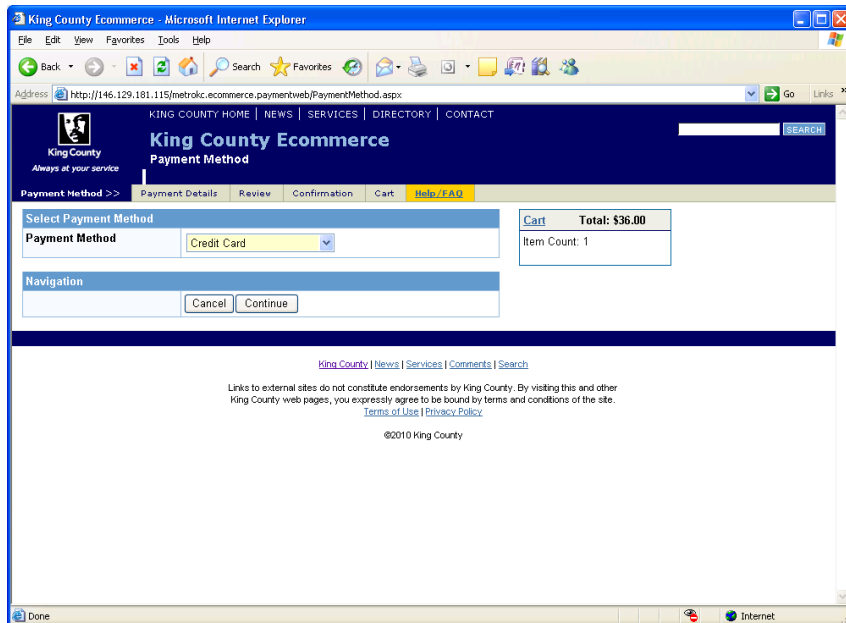
[Previous](#) [Save and Exit](#)

[Purchase these ExParte Requests Now](#)

## Checkout

- Select 'Purchase this Ex Parte Request Now' to be redirected to a King County E-Commerce site where you will pay for and finalize your Ex Parte submission
- If you have additional cases which require orders to be presented to the Ex Parte department, you may select 'Add Another Ex Parte Case.'
- Authorized Government Agencies can pay by voucher.

# King County E-Commerce



## King County E-Commerce

- Payment can be made by Internet Check or Credit Card (AMEX, VISA, MasterCard and Discover)

# King County E-Commerce –

The screenshot shows a web browser window titled "King County Ecommerce - Microsoft Internet Explorer". The address bar shows "http://146.129.181.115/metrokc.ecommerce.paymentweb/CreditCardPayment.aspx". The page header includes "KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT" and a search bar. The main heading is "King County Ecommerce Confirm Payment Information". Below this is a navigation bar with tabs: "Payment Method", "Payment Details", "Review >>", "Confirmation", "Cart", and "Help/FAQ". The "Review >>" tab is selected. The page is divided into three main sections: "Confirm Payment Information", "Credit Card Information", and "Navigation".

Confirm Payment Information	
Payment Amount	\$44.49
Name	Billie Johnson
Daytime Phone	2062965427
Email	BJohnson@gmail.com
Address	516 3rd Ave
Address 2	
City	Seattle
State	WA
Zip Code	98104

Credit Card Information	
Card Card Number	4111111111111111
Verification Code	123
Expiration Month	01
Expiration Year	2010

**Navigation**

**Important!** To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list.

Cart	Total: \$44.49
Item Count: 1	
Convenience Fee: \$2.49	

## King County E-Commerce

- After entering your payment information select 'Submit' to be redirected back to the e-filing application
- An e-mail payment confirmation will be sent to the e-mail address you entered along with your payment information

# King County E-Commerce

ExParte Confirmation - Microsoft Internet Explorer

Address: https://tst-efsp.kingcounty.gov/EFiling/Exparte/ExparteConfirmation.aspx?CartId=GyEGq%2F43w7E%3d

Official Confirmation of ExParte Documents and Printing Options

Case Information	
Case Number:	10-2-00125-5
Case Title:	Charles Smith, et ux vs Pleasantville School Dist
Case Description:	Test
Lawfirm or User Name:	Test
Contact Person:	Kathei
Address:	123 Main St Seattle WA 98031
A hearing or trial is scheduled before an assigned judge in the next two weeks.	
Presentation/Pick-up Location:	KNT
Return Type:	Notify for Pickup
Payment Type:	Credit Card or Internet Check
Online Payment Reference:	4004890033
Date Paid:	8/28/2010 8:47:51 AM
Paid Amount:	\$30.00
ExParte Services and Document(s) Requested	
BigBear Motion.pdf	2 Page(s) Document E-Filed: No
AAA Auto summons.pdf	1 Page(s) Document E-Filed: Yes
Costs Information	
Regular Service Fees:	\$30.00
Cost For Services Requested:	\$0.00
Total Costs:	\$30.00

Grand Total: \$32.49 (plus eCommerce fee: \$2.49)

## Ex Parte Confirmation Page

- This page is your confirmation page and final receipt of your Ex Parte submission including case information, a list of documents submitted, additional services requested, total amount paid and online payment reference number